

**Agreement**  
**between**  
**The Ewing Township Board of Education**  
**and**  
**The Ewing Township Administrators Association**  
  
**For the Period**  
**July 1, 1993 through June 30, 1996**

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## **I. Recognition**

The Board of Education hereby recognizes the Administrative Staff for the purpose of collective negotiations concerning terms and conditions of employment under this Agreement with the Board for the following classifications:

Principals  
Vice Principals  
Director of Student Personnel Services  
Director of Special Programs  
Supervisory Subject Matter Coordinators  
Supervisory Coordinator of Title I/Supplemental  
Programs

but excluding:

all other supervisory, executive personnel and any other category of employees.

## **II. Negotiation Procedure**

The parties agree to enter into collective negotiations over a successor Agreement. Such negotiations shall begin by mutual agreement no later than December 15 of the calendar year preceding the calendar year in which this Agreement expires. Any agreement so negotiated shall apply to all classifications recognized under this Agreement.

This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

## **III. Grievance Procedure**

Any grievance or dispute which may arise between the parties concerning the application, meaning or interpretation of this Agreement, shall be settled in the following manner:

**Step 1** - Supervisory Coordinators, with or without a representative, shall take up the grievance or dispute with the Assistant Superintendent for Curriculum and Instruction and/or the Supervisory Coordinator's immediate supervisor within ten (10) days of its occurrence. Vice Principals, with or without a representative, shall take up the grievance or dispute with their school principal within ten (10) working days of its occurrence. The respective Assistant Superintendent for Curriculum and Instruction, immediate supervisor or school principal shall then attempt to adjust the matter and shall respond to the employee (or his/her representative) within three (3) working days.

**Step 2** - If the grievance has not been settled, it shall be presented in writing by the employee (or his/her representative) to the Superintendent of Schools within three (3) working days after the respective Assistant Superintendent for Curriculum and Instruction, immediate supervisor or School Principal's response is due. School Principals and the Directors covered hereby shall present their grievances to the Superintendent of Schools within ten (10) days of its occurrence. The Superintendent shall respond to the grievant (or his/her representative) in writing within five (5) working days.

**Step 3** - If the grievance still remains unadjusted, it shall be presented by the employee (or employee's representative) to the Board of Education in writing within three (3) days after the response to the Superintendent of Schools is due. The Board of Education shall respond in writing to the employee (or the employee's representative) within one (1) month and ten (10) days. The decision of the Board of Education shall be final and binding.

Failure at any step to communicate the decision on a grievance within the specified time limitations shall constitute acceptance of a grievance as sustained. Failure to appeal within the specified time limitations from an answer which is unsatisfactory shall be deemed to constitute an acceptance of such response as dispositive.

#### **IV. Professional Rights**

No records shall be placed in an administrator's file, without first being discussed with the administrator. The administrator shall sign the document indicating that he/she has read the item of record. The administrator shall also have the right to submit a written answer to the material within twenty-five (25) working days and his/her answer should be reviewed by the Superintendent or his/her designee and attached to the file copy.

## **V. Insurance Protection**

- A. The Board shall provide health care insurance protection consisting of the New Jersey State Health Benefits Program covering the administrator and his/her family dependents where appropriate. For each administrator and his/her family dependents enrolled in the various available insurance plans the Board shall pay the full premium.
- B. In addition the Board shall provide a \$3.00 co-pay prescription drug plan for the employee and his/her family with a company selected by the Board. Effective July 1, 1994, the co-pay prescription shall be five dollars (\$5.00) for name brands and three dollars (\$3.00) for generic drugs.
- C. The Board shall provide the 1B Dental Plan, N.J. Dental Service Plan, Inc. (Delta Dental Plan) covering the administrator and his/her family dependents where appropriate. Said plan shall also include, subject to approval by the carrier, Ortho II Family Plan, orthodontic benefits for both adults and children (children covered to age 19, student-child to age 23).
- D. Employees who retire may buy into the Prescription and Dental Plans at the group rate with the employee paying the premium costs in advance on the same payment schedule as the Board. The above is subject to the approval of the insurance carriers.

All insurance benefits shall be provided by the Board at the prevailing rate.

In no case will a person receive double coverage under any available insurance plan.

For each administrator who terminates employment with the Board of Education, the Board of Education shall make payments of insurance premiums for the State Health Plan for two (2) full months beyond termination date.

- E. Administrators who elect not to take either prescription and/or dental insurance shall receive one-half (1/2) of the value of the actual premium at his/her appropriate level of coverage. All requests for changes in coverage must be submitted in writing to the Assistant Superintendent for Business/Board Secretary a minimum of sixty (60) days prior to July 1 or January 1, the

dates on which any changes shall become effective.

Payment shall be made within forty-five (45) days following the conclusion of each six (6) month coverage period - i.e. July 1 through December 31 and January 1 through June 30.

## **VI. Sick Leave**

Reimbursement for unused sick leave - Administrators who retire after completing fifteen (15) years in Ewing Township shall receive payment for all unused accumulated sick leave in accordance with the schedule set forth below:

1993-94	Sixty dollars (\$60) per day to a maximum of nine thousand dollars (\$9,000);
1994-95	Seventy dollars (\$70) per day to a maximum of Nine thousand five hundred dollars (\$9,500);
1995-96	Seventy-five dollars (\$75) per day to a maximum of Ten thousand dollars (\$10,000).

An administrator planning to retire shall provide written notification to the Board of his intent to retire no later than February 1 immediately preceding the effective date of retirement, except in the case of an emergency or serious unforeseen event. Failure to comply with this procedure will result in a delay of payment until such time that (1) the Board allocates the money in its next annual budget and (2) said budget becomes effective.

## **VII. Salary**

- A. The pay schedule for all employees covered by this Agreement shall be as set forth in Appendix "A" attached hereto.
- B. A new administrator must be employed prior to January 1 in order to qualify for the next highest pay level on the salary guide for the following year.

## **VIII. Professional Growth and Development**

- A. Administrators electing to take courses in State approved institutions or Board approved organizations may receive financial assistance from the Board of Education. Assistance is limited to \$350 per person, per year. Prior approval is required by the Board of Education and its decision is not subject to the grievance procedure.
- B. The total maximum payable under this provision shall be \$3,500 per year (July 1 - June 30); there shall be no carry over of unexpended monies.

## **IX. LEAVES OF ABSENCE**

- A. Holidays
  - 1. Administrators shall follow the teachers' calendar plus Independence Day except as follows:
    - a. administrators shall be available during winter recess; and
    - b. administrators shall report for work in the district during all days of spring recess with the exception of Good Friday when said day is a designated holiday for teachers.
- B. Vacations
  - 1. All twelve (12) month Administrators shall receive twenty-two (22) vacation days annually. Upon the recommendation of the administrator's immediate supervisor and approval of the Superintendent, a maximum of five (5) vacation days may be carried over to the next school year. Under such circumstances, the total maximum number of earned vacation days shall not exceed twenty-seven (27).
  - 2. All vacation time must be recommended by the administrator's immediate supervisor and approved in advance by the Superintendent.

3. Vacation days shall not be taken the first or last day of school, or on days when inservice or training programs are provided by the district.

C. Personal Leave

1. Personal leave shall cover brief absences not chargeable to sick leave, or professional or semiprofessional assignments directly beneficial to the school system. It provides for up to three (3) days' leave at full pay during any one year for any of the following reasons:
  - a. Illness in the immediate family. Immediate family shall be considered: father, mother, brother, sister, spouse, child or any member of the immediate household.
  - b. Death of a relative or close friend.
  - c. Recognition of religious holidays.
  - d. Marriage of the professional or marriage in the family. Family shall be considered: father, mother, brother, sister, child, nephew, niece, brother-in-law, sister-in-law, father-in-law, and mother-in-law.
  - e. Court Subpoena.
  - f. Personal, legal business, or family matters which cannot be handled outside of school hours.
  - g. Any other emergency or urgent reason not included in (a) to (f) above, if approved by the Superintendent of Schools.
2. All requests for personal leave shall be submitted in writing, on the proper form, (in advance, except in the case of an emergency) recommended by the administrator's immediate supervisor and approved by the Superintendent or his/her designee; however, no more than two (2) requests will be approved for any one date.  
Requests for personal leave on the day preceding or immediately following a vacation period, on inservice days, or on dates of parent conferences will be honored only in unusual cases.

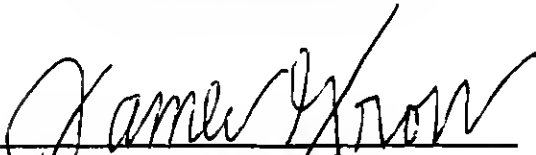



3. Three (3) additional days' leave shall be granted for Death in the Immediate Family (immediate family is considered the same as subsection C.1a hereinabove), plus mother-in-law and father-in-law. Said bereavement days are separate and distinct and shall not be charged as either sick leave or personal leave set forth herein.
4. Each administrator with unused personal leave days under Section C.1 as of June 30th of each school year shall have all such unused days added to his/her accumulated sick leave. Indication will be given annually of any conversion made to the sick leave account.

**X. Term and Duration**

This Agreement shall be in effect as of July 1, 1993 and shall continue through June 30, 1996.

**Ewing Township  
Administrators Association**

  
James Gross, President

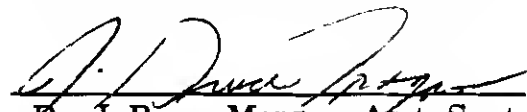
  
Ralph Rogers, Secretary

11/2/93

DATE

**Ewing Township Board of Education**

  
Dr. Walter A. Brower, President

  
Dr. J. Bruce Morgan, Asst. Supt.  
for Business/Bd. Secretary

1-5-94

DATE

## **APPENDIX A**

### **1993-1994 SALARY GUIDE**

<b>STEP</b>	<b>HSP</b>	<b>JHSP</b>	<b>D.SS</b>	<b>DSP/EP</b>	<b>HSVP</b>	<b>JHSVP</b>	<b>10EVP</b>	<b>COORD</b>
0	73385	70970	67945	66740	65525	63115	54055	53190
1	75785	73370	70345	69140	67925	65515	56455	55590
2	78185	75770	72745	71540	70325	67915	58855	57990
3	80585	78170	75145	73940	72725	70315	61255	60390
4	82985	80570	77545	76340	75125	72715	63655	62790
5	85385	82970	79945	78740	77525	75115	66055	65190

## APPENDIX A

### 1994-1995 SALARY GUIDE

STEP	HSP	JHSP	D.SS	DSP/EP	HSVP	JHSVP	10EVP	COORD
0	76335	73920	70895	69690	68475	66065	57005	56140
1	78735	76320	73295	72090	70875	68465	59405	58540
2	81135	78720	75695	74490	73275	70865	61805	60940
3	83353	81120	78095	76890	75675	73265	64205	63340
4	85935	83520	80495	79290	78075	75665	66605	65740
5	88335	85920	82895	81690	80475	78065	69005	68140

**APPENDIX A**  
**1995-1996**  
**SALARY GUIDE**

<b>STEP</b>	<b>HSP</b>	<b>JHSP</b>	<b>D.SS</b>	<b>DSP/EP</b>	<b>HSVP</b>	<b>JHSVP</b>	<b>10EVP</b>	<b>COORD</b>
0	79535	77120	74095	72890	71675	69265	60205	59340
1	81935	79520	76495	75290	74075	71665	62605	61740
2	84335	81920	78895	77690	76475	74065	65005	64140
3	86735	84320	81295	80090	78875	76465	67405	66540
4	89135	86720	83695	82490	81275	78865	69805	68940
5	91535	89120	86095	84890	83675	81265	72205	71340